

**DAVIS ACCOUNTING TAX & AUDITING SERVICES**  
**5934 Hansen St. SE**  
**Olympia, WA 98513**  
**(360) 493-0595 or (360) 556-7400**

**INDEPENDENT AUDITOR'S REPORT**

To the Board  
Law Enforcement Officers & Fire Fighters Plan 2 Retirement Board  
PO Box 40918  
Olympia, WA 98504-0918

I have audited the accompanying schedule of expenditures of Law Enforcement Officers & Fire Fighters Plan 2 Retirement Board for the year ended June 30, 2004. This schedule is the responsibility of the organization's management. My responsibility is to express an opinion on this schedule based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the schedule of expenditures is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedule of expenditures. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule of expenditures presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the schedule of expenditures referred to above, present fairly, in all material respects, the expenditures of Law Enforcement Officers & Fire Fighters Plan 2 Retirement Board for the year ended June 30, 2004 in conformity with accounting principles generally accepted in the United States of America.

**DAVIS ACCOUNTING TAX & AUDITING SERVICES**

Olympia, Washington  
October 29, 2004

**LAW ENFORCEMENT OFFICERS & FIRE FIGHTERS PLAN 2 RETIREMENT BOARD**  
**NOTES TO SCHEDULE OF EXPENDITURES**  
**For the Year Ended June 30, 2004**

**Note 1 – Summary of Significant Accounting Policies**

The Law Enforcement Officers & Fire Fighters Plan 2 Retirement Board (the Board) was created through a taxpayer initiative approved by voters in November 2002. The schedule of expenditures of the Board has been prepared in conformity with generally accepted accounting principles as applied to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**A. Reporting Entity, Background & Activities:**

An eleven-member board, appointed by the Governor of the State of Washington, governs the Board. Board members are appointed from the following groups of individuals:

- Three must be active law enforcement officers who participate in the plan (Beginning with the first vacancy before or after January 1, 2007, one of the members must be a retired law enforcement officer who is a member of the plan).
- Three must be active fire fighters who participate in the plan (Beginning with the first vacancy before or after January 1, 2007, one of the members must be a retired fire fighter who is a member of the plan).
- Three must be representatives of employers
- One must be a member of the State House of Representatives
- One must be a member of the State Senate

The Board is empowered to oversee the Law Enforcement Officers & Fire Fighters Plan 2 Retirement system (LEOFF 2). They do not maintain custody or manage the investments of the plan. The custody and investment management function is the responsibility of the Washington State Investment Board (SIB). The Board is required to 1) adopt actuarial tables, assumptions and cost methodologies; 2) adopt contribution rates for LEOFF Plan 2; as well as other related duties. Some specific duties relating to the expenditures of the Board are;

Actuary:

- Consult with an enrolled actuary retained by the board (The state actuary shall provide assistance when the board requests.)
- The actuary used must provide the State Actuary with copies of its valuations, assumptions and cost methodology for a reasonableness review.
- If the two actuaries do not agree, a third actuary must be appointed by the board and state actuary.

Professionals & technical advisors:

- Retain Professionals & technical advisors necessary to accomplish the board's duties.

Other Costs:

- Engage administrative staff and acquire office space
- Board members shall be reimbursed for travel and education expenses as provided in RCW 43.03.050 and 43.03.060

**LAW ENFORCEMENT OFFICERS & FIRE FIGHTERS PLAN 2 RETIREMENT BOARD**  
**NOTES TO SCHEDULE OF EXPENDITURES**  
**For the Year Ended June 30, 2004**

**Note 1 – Summary of Significant Accounting Policies, Continued**

**B. Basis Of Accounting And Reporting**

All payroll, reporting and accounting functions are handled by the Office of Financial Management's Small Agency Client Services (SACS) and recorded in the State of Washington's Accounting & Financial Reporting System under Agency #341.

The Board uses the modified-accrual basis of accounting with a measurement focus on current financial resources. Therefore, the purchase of non-current assets such as property, plant and equipment is not deemed to be an asset for financial reporting purposes. Instead, these costs are reflected as an expenditure in the year they are incurred.

**C. Budgetary Process:**

The Board must develop an annual budget consistent with the requirements of chapter 43.88 RCW. This budget draws funding from the investment income of the LEOFF Trust fund held by the Department of Retirement System. The Board is considered part of the Dept. of Retirement System and the administrative staff and office space costs are drawn from the Dept. of Retirement Systems.

The Board's budget is subject to the OFM allotment process but is not subject to legislative appropriation. Allotments may be adjusted on a quarterly basis. Monthly allotments are not binding but are used as a tool to ensure the total biennium budget is not exceeded.

The Board's operating expenses are paid from a sub-account of the LEOFF Plan 2 Retirement Fund (the expense fund).

**D. Expenditure Authority (RCW 41.26.732):**

The authority to establish all policies relating to the expense fund, other than the investment policies of the SIB, resides with the Board. With the exception of investments by, and expenses of, the SIB, disbursements from the expense fund may be made only on the authorization of the board.

The expense fund may be spent only for the purposes of defraying the expenses of the Board. Expenses include, but are not limited to:

- Salaries and expenses of personnel
- Lease payments
- Travel
- Goods & services
- Audits
- Other general costs of conducting board business

**LAW ENFORCEMENT OFFICERS & FIRE FIGHTERS PLAN 2 RETIREMENT BOARD**  
**SCHEDULE OF EXPENDITURES**  
**For the Year Ended June 30, 2004**

Salaries & wages	\$	107,480
Employee benefits & payroll taxes		19,761
Personal Service Contracts		3,000
Goods & services - supplies & materials		3,746
Goods & services - communications		6,233
Goods & services - utilities		740
Goods & services - rentals & leases		7,419
Goods & Services - printing & reproduction		1,436
Goods & services - employee development		1,932
Goods & services - subscriptions		83
Goods & services - facilities & related services		4,158
Goods & services - data processing		2,606
Goods & services - Attorney General's Office		25,614
Goods & services - other purchased services		118,320
Other goods & services		613
Travel, lodging & subsistence		8,160
Capital outlays		58,990
 Total Expenditures	 \$	 370,291

The accompanying notes are an integral part of this schedule of expenditures.